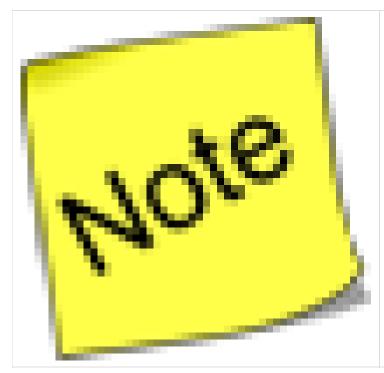# Submit a Lab Proposal

Create and Submit a Proposal (for National Laboratories only)

You can submit a proposal in PAMS only in response to DOE National Laboratory Announcements only. For Funding Opportunity Announcements, proposal responses must be submitted through Grants.gov only. Follow the steps below to create and submit a Lab Proposal:

1. Search for DOE National Laboratory Announcements from the *Search Solicitations* tab.
2. Click the **Actions/Views** link for a Solicitation and then click the **Submit Proposal** link.
3. Provide the required input information on the Cover Page (fields marked by a red asterisk are mandatory), choose the save options, and click **Go** to start working on the Budget section.
4. On the Budget page, provide the necessary information for each year (fields marked by a red asterisk are mandatory).
5. Use the Subawards tab only if you are submitting separate budgets for subawards. If not, please ignore this section by leaving it blank. In order to provide subaward budgets, go to Subawards tab and click on the Add Subaward link. Provide budget information (which is similar to the budget tab discussed above) for each subaward that you wish to submit budget information for. Once you are finished providing all the subawards' budget information, choose the Save option and click Go to move on to the next section.
6. Complete each section by clicking the icon against each section. Choose save options and click **Go** to continue and upload any additional attachments.
7. On the *Attachments* tab, upload any necessary attachments. Choose *Save Attachments* to do so. Once all sections are complete, choose *Submit to DOE* and click **Go** to submit the proposal to DOE.

When entering budget information for multiple budget periods, simply click on the 'Copy From Previous Period' link to copy data over from previous period.

This will save you time and effort of duplicating budget information for every year and will allow you to just edit the information after copying it over.